



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND**

2 July 2012

MEMORANDUM FOR DOMESTIC AIR TRANSPORTATION SERVICE PROVIDERS

FROM: HQ AMC/A4TC
402 Scott Drive, Unit 2A2
Scott AFB IL 62225-5308

SUBJECT: Domestic Air Freight Transportation Service Provider (TSP) Registration Program

1. Welcome to Air Mobility Command's (AMC) Domestic Air Freight Transportation Service Provider (TSP) Registration Program. In order to transport Department of Defense (DOD) domestic air freight, TSPs must comply with the requirements of the Freight TSP (Carrier) Registration Program (FCRP) as well as the requirements and safety and security standards contained in the Defense Transportation Regulation (DTR), Part II, Cargo Movement; the Department of Transportation Title 49, Code of Federal Regulations (DOT 49 CFR); and Military Freight Traffic Unified Rules Publication-1 (MFTURP-1).

- a. The DTR can be accessed on the web at <http://www.transcom.mil/dtr/part-ii/>
- b. The MFTURP-1 can be accessed on the web at <http://www.sddc.army.mil/GCD/default.aspx?RootFolder=%2FGCD%2FGFM%20Publications%2FCurrent%20Publications%2FDomestic&FolderCTID=0x012000947A6FE3F3EC0F4980E8C2DBF805DAF5&View={FCF891B4-2BD9-43FA-AEAC-7E4FDF500B84}>

Note: TSPs and individuals may not conduct business with the government if they are on the Excluded Parties List (EPLS). The EPLS, published by the General Services Administration, contains the names of contractors debarred, suspended, proposed for debarment, or declared ineligible by any agency of the Federal Government. You may access the list on the internet at <http://www.epls.gov>. Newly registered TSPs will not be approved if they are affiliated with a TSP who is currently in a disqualified status.

2. Prior to approval, TSPs must complete the following:

- a. All TSPs require a valid Standard Carrier Alpha Code (SCAC). The SCAC is a unique two, three, or four letter code issued through the National Motor Freight Traffic Association (NMFTA) that is used to identify transportation companies. To establish a SCAC, use website www.nmfta.org or contact NMFTA at 1001 North Fairfax Street, Suite 600, Alexandria, VA 22314, telephone number: 703-838-1831. TSPs must ensure that their SCAC is active at all times.

UNRIVALED GLOBAL REACH FOR AMERICA...ALWAYS!

- b. All TSPs must have an agreement with US Bank and be Syncada certified in order to receive electronic payment for transportation services. US Bank/Syncada is available on the internet at:
http://www.usbank.com/cgi_w/cfm/commercial_business/products_and_services/corp_payment/cps_ps.cfm or by contacting US Bank C/O Syncada, 200 South Sixth St., Mail Stop: EP-MNL27C, Minneapolis, MN 55402, telephone number 1-800-417-1844.
- c. Air Freight Forwarders are required to obtain and provide their Transportation Security Administration (TSA) Indirect Air Carrier (IAC) Certificate number by email to AMC.A4TDR.CarrReg@scott.af.mil. Information on obtaining a TSA IAC Certificate can be found at: http://www.tsa.gov/what_we_do/layers/aircargo/indirect.shtm.
- d. Complete the TSP Registration Form at the following website:
<https://stallion.eta.sddc.army.mil/ccp/jsp/CCPScac.jsp> and then click the ***SUBMIT*** button. **You must be US Bank/Syncada certified first.** Note: *DOD policy requires domestic motor carriers and brokers/logistics companies engaged in motor brokerage to provide Electronic Data Interchange (EDI) data feeds to track domestic shipments. When filling out the registration form, we initially recommend selecting the "GFM ITV to GTN" method.*
- e. AMC will review your registration form and send an e-mail notification of your status within five working days. At this time, you are responsible to obtain your performance bond as outlined below in paragraph 3. The amount of the bond is determined during TSP registration. Refer to paragraph 3 below for more information. A sample bond form is provided at the end of these registration instructions (Atch).
- f. Performance Bond for air modes – Instruct your bond Surety Company or insurance agent to email your bond information to AMC.A4TDR.CarrReg@scott.af.mil. The subject line of the email must contain your company name and SCAC. The body of the email must contain:
 - 1) Bond number, amount and effective date
 - 2) Surety Company name, agent's name, address, and telephone number

See paragraph 3 for amount of bond. **AMC does not require the original or copy of the bond form.** Bond cancellation requests must be sent to the same e-mail address.

- g. Once the above requirements are met, GFM will send you an approval e-mail notification. In this approval, you will receive instructions for obtaining an Electronic Transportation Acquisition (ETA) password that will allow you access to DOD transportation programs including tutorials and on-line training for help with Tender Entry and Spot Bid on the Web. For questions on training, e-mail:
usarmy.scott.sddc.mbx.omb-for-gfm-training@mail.mil.
- h. Additionally, upon approval, contact by e-mail,
AMC.A4TDN.Negotiations@scott.af.mil, AMC's negotiations group, and request to be included on their e-mailed solicitations for volume moves and special services.

Remember to include your SCAC in all correspondence. Pertinent information listed in the registration form will only be discussed/disclosed to the individuals listed on the form.

Note: TSP's are reminded that they must maintain updated and accurate information within the FCRP at all times. TSP's should ensure they review and validate their FCRP data no less than on a yearly basis.

3. Performance Bond:

- a. TSPs will be required to submit a Performance Bond. The amount of the bond is based on the size of your company and the number of states you intend to serve (movements must begin and end in one of the selected states). Large companies may select one state for bond amount of \$25,000; two to three states - \$50,000; four or more states - \$100,000. TSPs registered with the small Business Administration (SBA), <http://pro-net.sba.gov/>, may select up to three states with a Performance Bond of \$25,000, up to 10 states with a Performance Bond of \$50,000, and 11 or more states for \$100,000.
- b. TSPs that have conducted business with the DOD in their own name for three years or more will be required to submit a Performance Bond in the amount of 2.5% of their total DOD revenue for the previous 12 months, not to exceed \$100,000 and not less than \$25,000.
- c. The bond amount is set at \$100,000 for Air Freight Forwarders, Brokers, and Logistics Companies due to the volume of traffic handled.
- d. The Performance Bond secures performance and fulfillment of TSP obligations to deliver DOD freight. It will cover any instance where a TSP cannot or will not deliver DOD freight tendered to them. This includes default, abandoned shipments, and bankruptcy by the TSP. The bond will not be utilized for operational problems such as late pickup or delivery, excessive transit times, refusals, no shows, improper/inadequate equipment or claims for lost or damaged cargo.
- e. A listing of approved Surety companies can be found at <http://www.fms.treas.gov/c570/index.html>. Under "quick links" select "Treasury's Listing of Approved Sureties".
- f. To print the bond form at the end of this document without distortion, select 'PDF' or 'word' from printable formats at the top of page.

Notes: Trust funds and letters of credit are not accepted in lieu of the bond. Air TSPs registering with multiple SCACs within a mode require a separate bond for each SCAC (example: air TSP registering as a broker and an asset based air carrier).

4. Operating Authority: TSPs agree to maintain valid operating certificates for their scope of operations. USDOT number is a mandatory field on the registration form. Your company's

SCAC will automatically populate your DOT/MC number. TSPs will be responsible to fill in their operating identification number. The below websites will assist:

Motor - www.safersys.org

Air - http://www.tsa.gov/what_we_do/layers/aircargo/indirect.shtm

5. Inspections: TSPs agree to permit unannounced safety and security inspections of their facilities, terminals, employees, and operational procedures by DOD civilian, military, or DOD contract personnel. TSPs further agree to have visitor control procedures in place to verify individuals requesting access to or requesting information on DOD shipments. Verifications can be made by contacting AMC's customer service line at 618-229-4684. TSPs agree not to disclose any information to unauthorized persons concerning the nature, kind, quantity, destination, consignee, or routing of any protected commodities tendered to them.

6. Transportation Protective Services (TPS) and Arms, Ammunition and Explosives (AA&E): TSPs who wish to transport materials designated by DOD as protected or sensitive that require a TPS must meet the following "minimum" requirements. To obtain a full list of requirements, send an email request to: AMC.A4TDR.CarrReg@scott.af.mil.

- a. Be registered and approved for twelve consecutive months as an "asset based" TSP.
- b. Be in business at least 24 months with DOT common authority.
- c. Have company ownership unchanged, with no significant changes to name, SCAC or authority for the previous 12 months.
- d. Have a "satisfactory" safety rating on file (and maintained) with the Federal Motor Carrier Safety Administration (FMCSA).

(Note: requirements are amended periodically based on current and future mission scope. Brokers, Freight Forwarders, Shipper Agents and Logistic Companies are restricted from handling shipments requiring TPS.)

7. Defense Transportation Coordination Initiative: It's recommended that TSPs become familiar with the Defense Transportation Coordination Initiative (DTCI). The DOD has partnered with one transportation service coordinator (Menlo Worldwide) to manage Continental United States (CONUS) distribution of freight for selected Services and DLA shipping locations. More information is available at the following link: <http://www.transcom.mil/dtci/>.

8. External Certification Authority (ECA) Program:

- a. The ECA program supports the issuance of DOD-approved certificates to industry partners and other external entities and organizations that conduct business with the DOD. The ECA program is designed to provide a mechanism for these entities to securely communicate with the DOD and authenticate to DOD Information Systems.

- b. As of **1 October 2011**, The Military Surface Deployment and Distribution Command (SDDC) will meet this DOD mandate by requiring the use of a digital certificate for industry partners requiring access to SDDC information systems.
- c. The ECA Certificates can be purchased through three sources: VeriSign, Operational Research Consultants (ORC), or Identrust. The following links will provide additional information and links to purchase sources.

<http://www.identrust.com/index.html>
<https://www.verisign.com/>
<http://www.eca.orc.com/index.html>

- d. This ECA Certificate purchase information is provided as a convenience to our industry partners and does not constitute endorsement of particular commercial entities by the Air Mobility Command, the United States Department of the Air Force (AF), or the Department of Defense (DOD). We do not exercise any control over the information you may find at these sites or the security of these sites; responsibility for such remains with the individual companies represented.
- e. An alternative identification security option is the Transportation Worker Identification Credential (TWIC). TWIC is a common identification credential for all personnel requiring unescorted access to secure areas or DOD applications. TWIC requirements and how to get a TWIC can be found at the TWIC Website at: <http://www.tsa.gov/public> (search "TWIC").
- f. Additional information can be found at: <http://iase.disa.mil/pki/eca/>

9. Register to Receive Advisories: Carriers are notified of essential updates via Advisories. Carriers should sign up for Advisories by emailing usarmy.scott.sddc.mbx.omb-for-conus-csc-team@mail.mil with the following information: Individuals name, phone number, email address to receive advisories, the company and/or organization, the transportation mode (i.e., ocean, pipeline, rail).

10. Contacts: We appreciate your interest in providing domestic air freight transportation services to the DOD and if we can be of further assistance, please give us a call at 618-229-4684.



CHAD K. MORRIS, Lt Col, USAF
Chief, Cargo and Traffic Management
Air Trans Div, Dir of Logistics

Attachment
Sample Bond Form

PERFORMANCE BOND

Form Approved
OMB No. 0702-0088

1. BOND NUMBER

2. DATE BOND EXECUTED (MM/DD/YY)

3. PRINCIPAL (Legal Name, SCAC and Address)

4. TYPE OF ORGANIZATION

5. STATE OF INCORPORATION

6. SURETY (IES) (Name and Address)

7. SUM OF BOND

8. EFFECTIVE DATE (MM/DD/YY) (12:01 a.m. EST &
Continuing until canceled)

DEPARTMENT OR AGENCY REPRESENTING THE GOVERNMENT:

Air Mobility Command (AMC), Domestic Air Tender Program Branch, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225-5308.

Know all men by these presents, that we, the Principal and Surety (ies) hereto, are firmly bound to the United States of America (herein-after called the Government) in the above sum for the repayment of which we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

The condition of this obligation is such, that whereas the Principal contemplates entering into Government/Commercial Bill of Lading contracts, from time to time during the effective period of this Bond, with the Government, represented by the department or agencies shown above for furnishing supplies or services to the Government, and desires that all such contracts be covered by one bond, instead of by a separate Performance Bond for each contract.

Now, therefore, if the Principal shall perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all such contracts so entered into during the original term thereof and any extensions that may be granted by the Government, with or without notice to the Surety (ies) and during the life of any guaranty required under the conditions, and agreements of any and all duly authorized modifications of such contracts, that may hereafter be made, notice of which modifications of to the Surety (ies) being waived, then the above obligation shall be void and of no effect.

This Performance Bond serves to protect the Government against potential financial damage and interference with AMC's mission to effect delivery of shipments. By this Performance Bond, the Surety underwrites and assumes the Principal's liability to the Government for excess procurement costs when, due to the Principal's failure to complete the delivery of a shipment, and AMC deems it necessary to procure transportation services from an alternate TSP. The Government shall be the sole beneficiary of this Bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy, or an involuntary bankruptcy. This bond will be continuous and may be canceled at any time by the Surety (ies) upon thirty (30) days written notice to AMC sent by e-mail to AMC.OPS.CarrReg@scott.af.mil representing the Government. Termination under this provision shall not effect, or relieve the Surety (ies) of any obligation or liability that may have occurred prior to such termination.

NOTE 1: The word "contracts" as used herein means agreements for transportation and service as provided in applicable Government/Commercial Bills of Lading, and associated tenders of service, rate tenders and tariffs.

NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contracts as defined above.

In witness hereof, the Principal and Surety (ies) have executed this Performance Bond and have affixed their seals on the date set forth above.

Do not send this form or copies to AMC.

A. PRINCIPAL		B. CORPORATE SEAL
(1) Signature	(2) Typed Name and Title	
C. SURETY		D. CORPORATE SEAL
(1) Signature	(2) Typed Name and Title	

INSTRUCTIONS FOR COMPLETING PERFORMANCE BOND

1. Enter the Performance Bond number.
2. Enter the date on which the Performance Bond is executed.
3. Enter the full legal name, Standard Carrier Alpha Code (SCAC), and business address of the Principal.
4. Enter the type of organization (individual, partnership, joint venture, or corporation).
5. Enter the state in which the Principal is legally incorporated.
6. Enter the legal name and business address of the Surety (ies). The Bond shall be executed by a Surety identified in the most current Fiscal Service, Treasury Department Circular No. 570, and shall be acting within the limitations set forth therein.
7. The sum of the Bond shall be no more than \$100,000. Enter figures only as shown in the following example:

Thousand(s)	Hundred(s)	Cent(s)
100,	000.	.00
8. The bond will be continuous until canceled. Enter the beginning date of the Bond.
9.
 - a. The Bond shall be signed by the executive TSP official, and the person's name and title shall be typed.
 - b. The Principal's corporate seal shall be affixed.
 - c. The original signature(s), typed name and title of the person representing the Surety shall be provided.
 - d. The corporate seal of the Surety shall be affixed.